

The Realities of Managing an Institutional Repository: Administering Scholarly Commons @ OBU

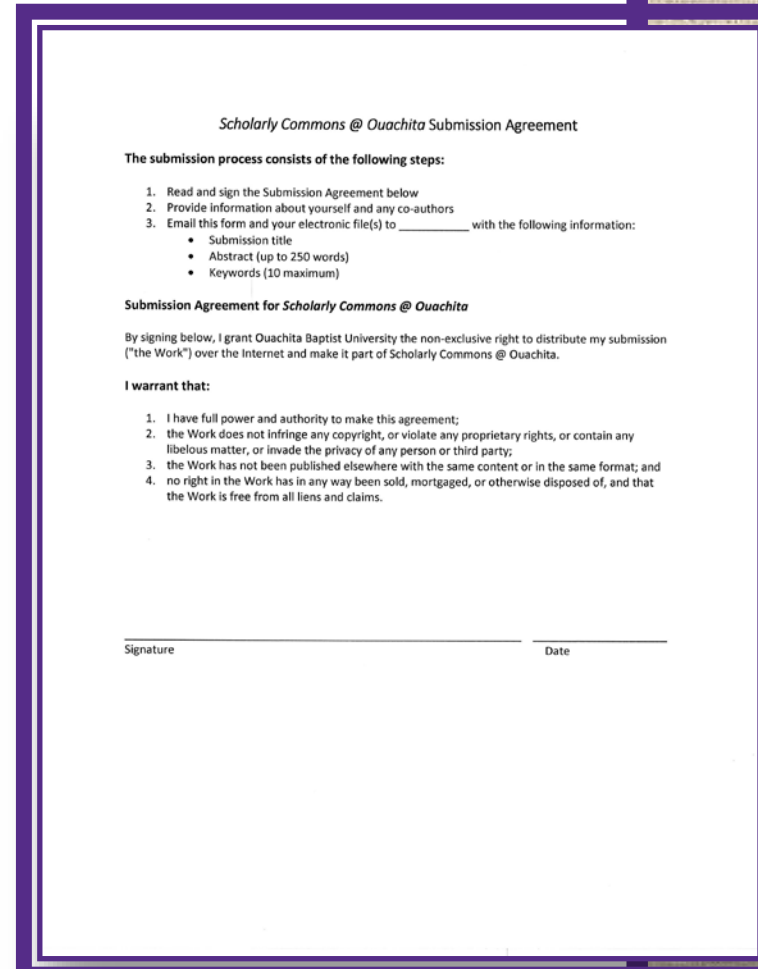
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Introduction

When one researches the current literature on institutional repositories (IRs), a number of recent articles focus on problems of marketing to gain content, open access, and library publishing. However, these are not the only issues an IR librarian may face. This poster will address one librarian's expectations upon being hired to manage an established IR of two years versus the realities of administering an IR during her first eight months. As with much of the literature, the expectation was a focus on marketing the IR to gain content from faculty and undergraduate students using the bepress platform. In reality, on the other hand, marketing is a secondary concern for the short term, as much of this librarian's focus has been on setting goals and measurable outcomes, creating policies, addressing legal issues, and establishing workflows for adding content.

What I Inherited

- There was a submission agreement, but...
 - It was not accessible on the Scholarly Commons
 - It was not reviewed by legal council
 - No records were kept for any submissions, including student submissions
 - Authors were required to do their own copyright checks, which they rarely did
- The policy had limited information on copyright, author rights, user rights, and withdrawal of content
- There was an *ad hoc* committee, but...
 - The members had never met
 - The members had no idea they were on a committee
 - Most members did not even know we had an IR or what it was



Helpful Resources

- Callicott, B., Scherer, D., & Wesolek, A. (Eds.). (2016). *Making Institutional Repositories Work*. West Lafayette, IN: Purdue University Press.
- Crow, R. (2002). *SPARC Institutional Repository Checklist & Resource Guide*. Washington, D.C.: The Scholarly Publishing & Academic Resources Coalition.
- Nabe, J.A. (2010). *Starting, strengthening, and managing institutional repositories: a how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.

What Has Been Accomplished

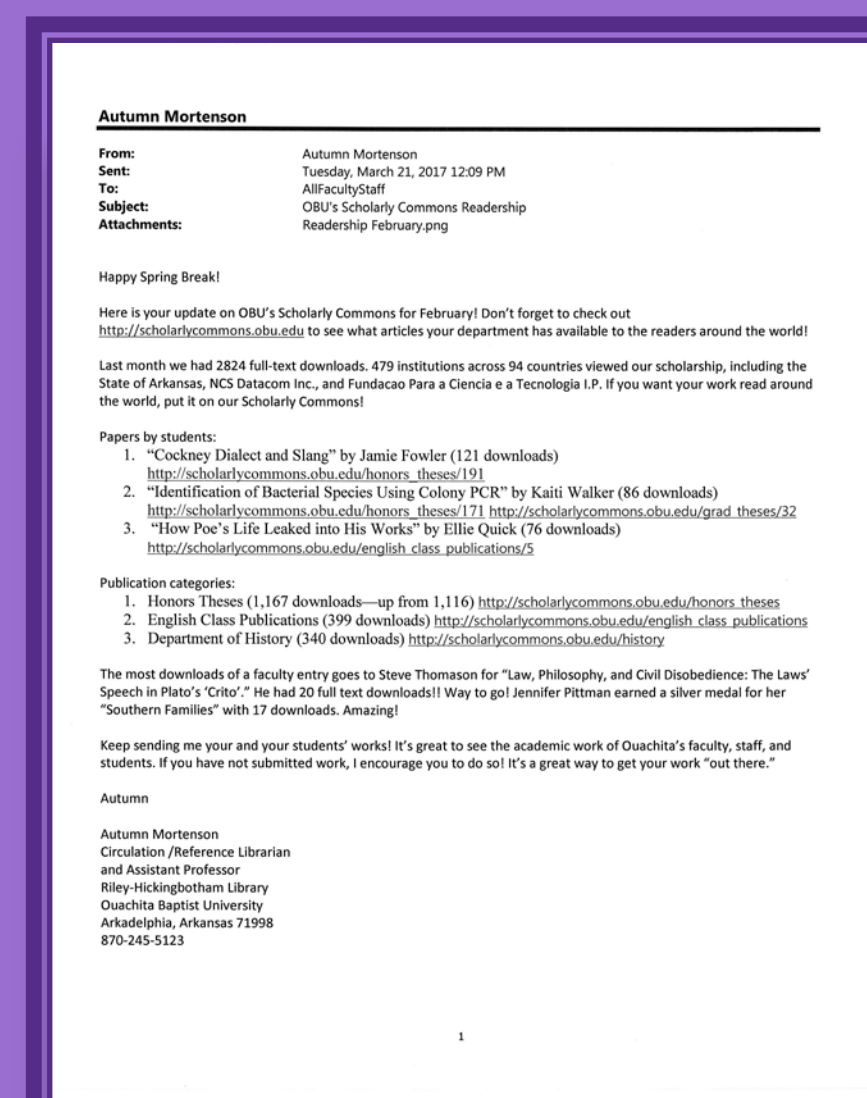
Administration

- New Student Contributor Agreement approved by legal counsel
- Updated Policy Page approved by legal counsel
- Updated FAQs
- Met with Scholarly Commons Ad-hoc Committee
- Reviewed previously published faculty articles to verify copyright permissions and perform copyright checks as needed
- Created pages for OBU's music division, visual arts department, natural sciences department, physics department, and new public history program
- Created pages for OBU's Archives / Special Collections Department
- Unified records for the following series: Yearbooks, Honors Theses, Faculty Publications
- Added catalog links to records in the following series: Yearbooks, Honors Theses, Graduate theses, Faculty Monographs
- Created workflows for student workers for the following series: Yearbooks, Student Honors Theses, Scope (the English Department's scholarly journal), and various archival projects
- Expanded holdings to include student scripts, student music performances, embedded streaming videos

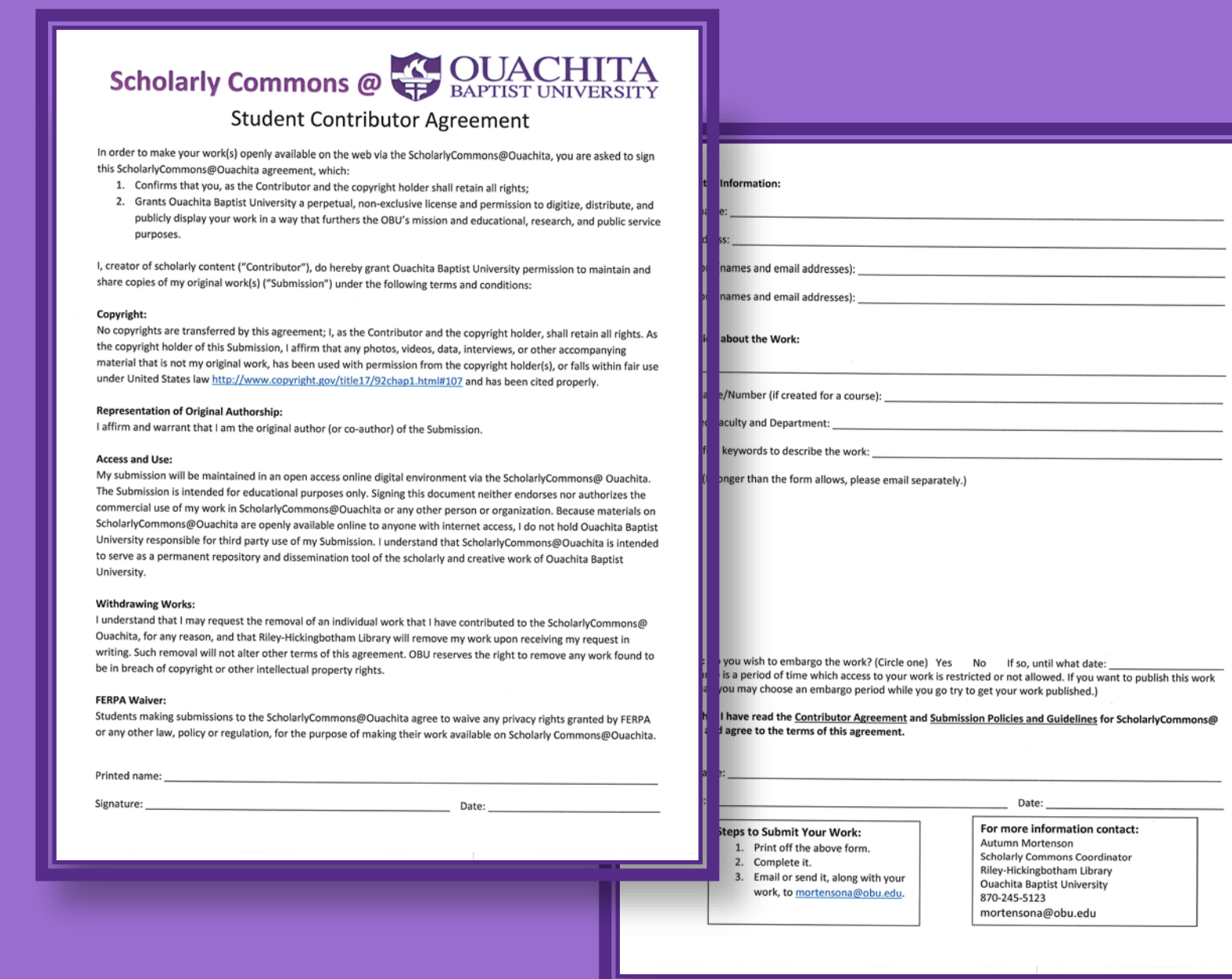
Marketing

- Monthly emails providing statistics on readership of the Scholarly Commons to faculty and staff
- Make announcements about readership statistics and reminders about sending submissions at faculty/staff meetings

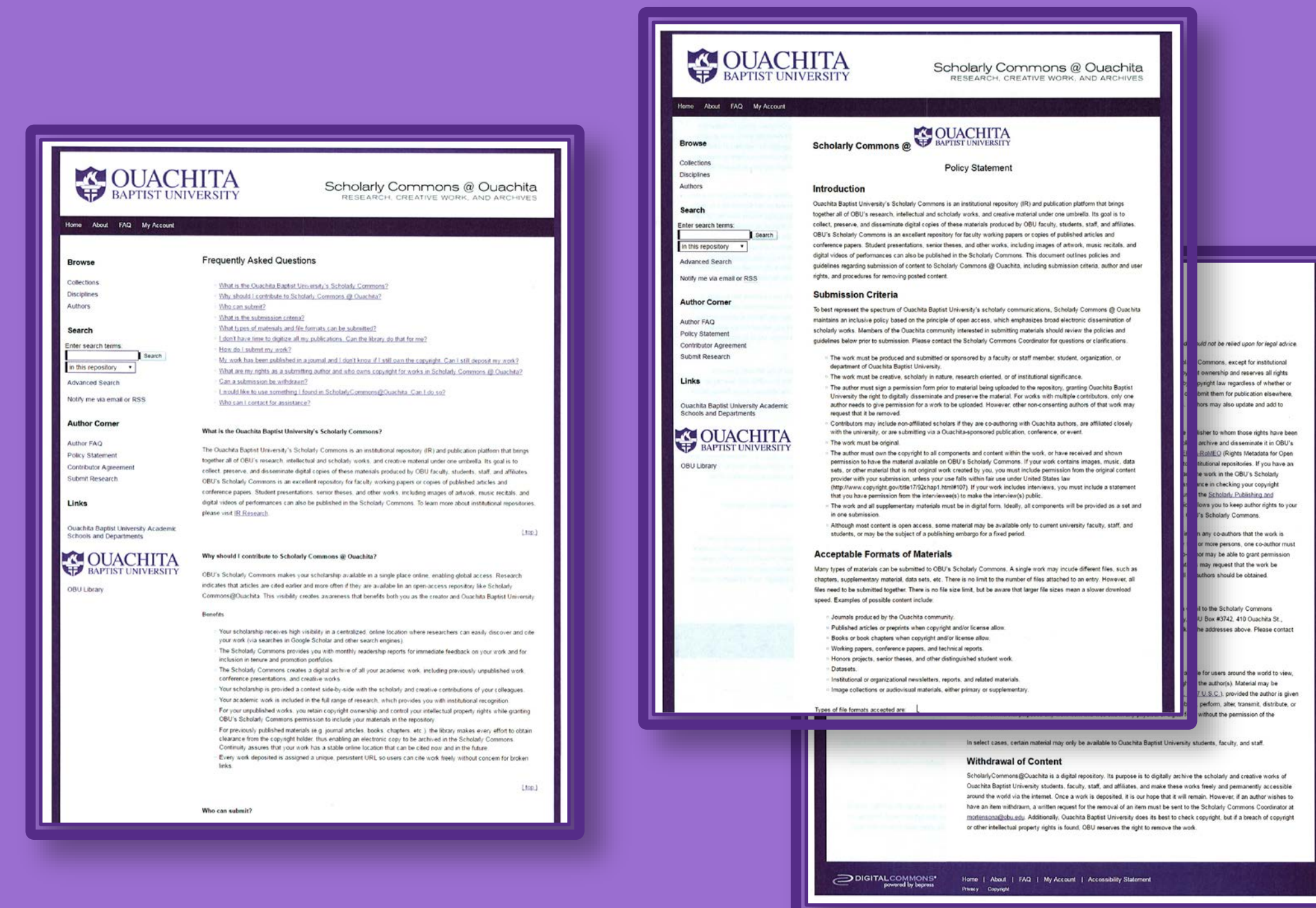
Monthly Readership Reports



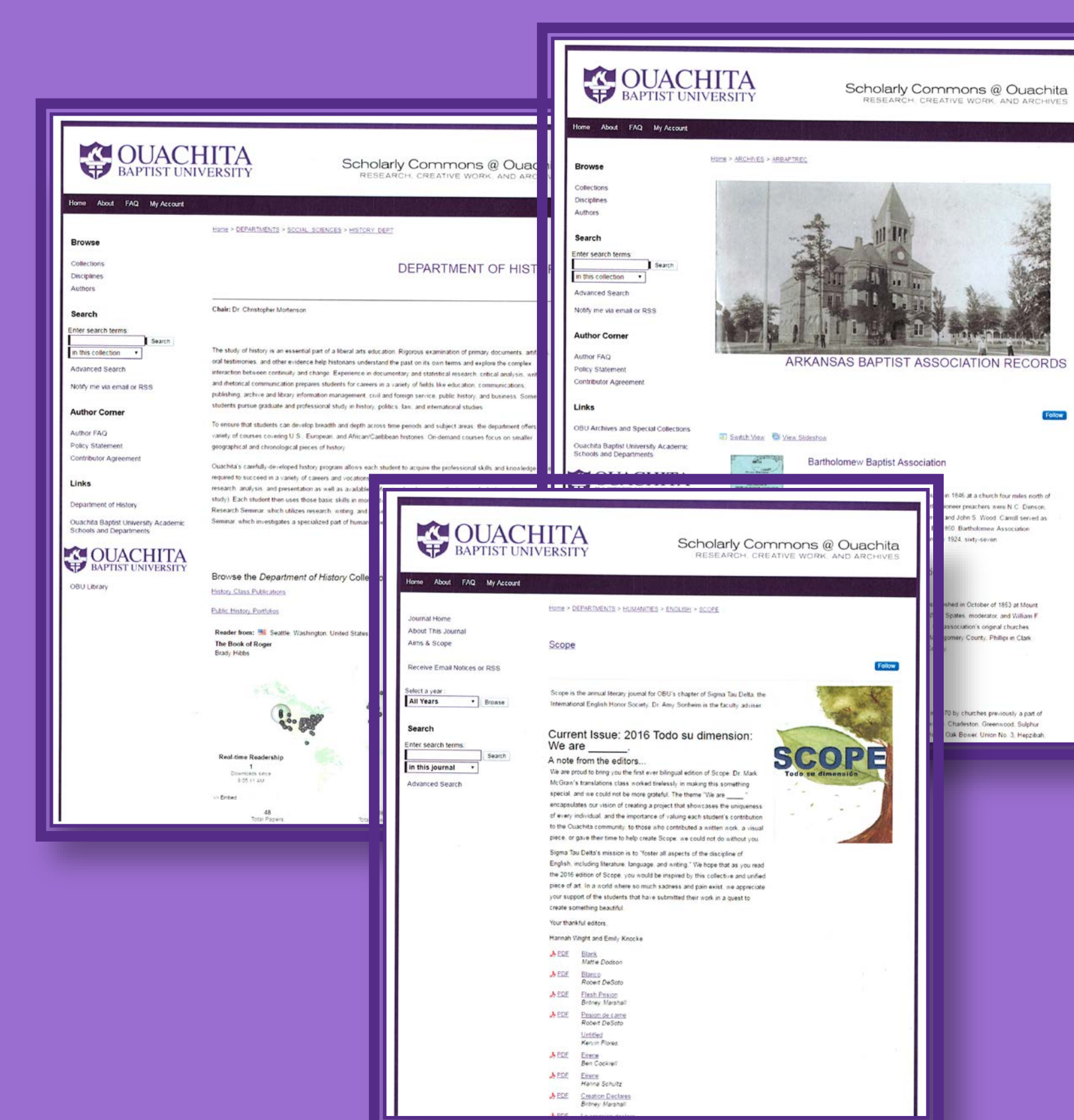
Updated Submission Agreement



Updated FAQs and Policy Statement



Updated and New Series



Where I Want to Go

Administration Continues

- Research techniques to effectively and accurately evaluate OBU's Scholarly Commons
- Streamline submission process for faculty
- Research performance, music, and theatre copyright issues as they relate to institutional repositories
- Continue to unify records in various series
- Optimize pages and records by adding keywords, subjects, abstracts, and other missing metadata
- Continue to add pages for different schools, departments, and programs offered at OBU
- Attend departmental and school faculty meetings to discuss their needs and learn ways the library and the Scholarly Commons can assist in meeting those needs
- Gain certification by attending training offered by bepress to gain a better understanding of administering the Digital Commons platform, copyright issues, and marketing techniques

Future Marketing Ideas

- Include item of the week and newest submission as part of Facebook and Twitter marketing of the library
- Create monthly email to students showing readership of OBU's Scholarly Commons
- Create informational paragraph that faculty may choose to use in their syllabi to promote students' submission of their final class projects
- Establish and host activities related to Open Access Day/Week
- Integrate each School's and Department's webpages with the Scholarly Commons
- Meet with each School and Department to ensure their pages on Scholarly Commons are meeting their needs, to create new pages as needed, and to discuss copyright and publishing issues
- Present information about the Scholarly Commons, copyright, and open access at Faculty Colloquium and/or Faculty Forum
- Publish articles in the school newspaper, blog, and alumni magazine